

Course Syllabus

Course Title: Introduction to Public Speaking

Course Number: SPC 1608 (Ref. # 452219)

Credit hours and contact hours per week: 3

Prerequisites/Co-requisites: English I

Course Description:

The course should enable the student to understand the principles for effective interpersonal, group and public communication. In addition, the student will have the opportunity to maximize his/her individual communication competency. The outcomes for this class have been placed online and students are encouraged to access them there.

Contact Information:

Instructor's Name: Herbert Sennett, Ph.D.
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Office hours: By Appt. Only, Communications Dept. Office
Date/Term: June 26-August 5, 2014

Textbooks and Materials of Instruction:

Nelson, Paul E., Scott Titsworth, and Judy C. Pearson. *iSpeak: Public Speaking for Contemporary Life*, 5th ed. Boston: Mcgraw-Hill Higher Education, 2013. Print.

Companion website to textbook: <http://www.mcgrawhillconnect.com>

Additional materials: available at <http://www.herbsennett.com/students-page.html>

Attendance Policy: **Attendance is an important part of this class.** Effective speaking is 50% of your communication experience, and being an audience member is the other 50%. To be an audience member you have to be in attendance, therefore the roll will be taken daily and will affect your grade. You are allowed to miss two (2) classes without penalty, however if you miss more than five (6) classes you will no longer be able to pass the class. **I will not be placed in the position of judging your reasons for missing class. All absences are just absences. Not attending on speech days counts as two absences for each class!**

Assignments:

Tests: The tests are true/false and multiple choice. **They are the hardest part of the class.** There will be three (4) tests. **The professor has a policy of not giving make up tests,** although he may consider special situations on a case-by-case basis. You should read all the chapters in the textbook, review the questions on each chapter available on the professor's website, and take careful notes over the material covered in class through class discussions. **BE SURE TO PURCHASE A PACKET OF SCANTRON TEST 882 TEST ANSWER SHEETS ON SALE IN THE BOOKSTORE.**

Speeches: You are to type out a speech outline using the sample distributed in class. The outline and how well you use it will be taken into account in assigning your grade. Look at your audience rather than looking too much at the paper. The outline should be typed and double spaced to allow you to easily glance at the text while speaking.

Each speech must be an original composition. You will be assigned a day on which the speech is to be due for presentation. You are expected to have your speeches ready on the assigned day. If you are called on to make your speech and you are not ready to do so for any reason, your grade will be reduced by 10%.

Speeches to Introduce Yourself (50 Points): Students are to introduce themselves to the class with a time limit of 2 to 3 minutes. You are to cover the following in the course of your speech, but you will NOT use the following as an outline format assigned in class.

Speech to Demonstrate (or Teach) (50 points): Students will make a presentation no more than 5 minutes in length on a topic of their choosing in which the class is shown how or taught how to do something they may not know.

Speech to inform (100 Points): The speaker will report to the class on a subject the class may know nothing about. The speech can cover a topic that you are involved in or know something about. This may include a speech to demonstrate how to do something or the process for accomplishing something or to just tell us about a place, person or event. You are free to explore any topic other than a few that the professor will mention in class.

Persuasive/Deliberative Speech (100 Points): The speaker will present Persuasive, or Deliberative, Speech to the class on a topic of his/her own choosing. Any topic will be ok as long as it falls within the guidelines and is not one of the "banned" topics.

PowerPoint Presentation (Visual Aid) (50 Points): The speaker will utilize PowerPoint slides as part of at least one Speech consisting of at least 5 slides. It will be presented using a computer and a projection system provided by the College. PowerPoint basics will be covered in class, but there are many good books on the subject. While the program will allow the student to do many special effects, you should keep the PowerPoint presentation simple and to the point. The PowerPoint presentation is intended to work with your speech not take the place of the speech.

Dr. Sennett's Grading System SPC 1608:

Assignment	Information	Points	Points Earned
Introductory Speech		50	
Introductory Speech Outline		25	
Demonstration Speech		50	
Demonstration Speech Outline		25	
Informative Speech		100	
Informative Speech Outline		25	
Persuasive Speech		100	
Persuasive Speech Outline		25	
Test 1	Chapters 1-3	100	
Test 2	Chapters 4-6	100	
Test 3	Chapters 7-9	100	
Test 4	Chapters 10-12	100	
Two Self-Evaluations	25 points each	50	
Report on an outside speaker	Handed in	25	
Ted Talks Report	Handed in	25	
PowerPoint Slides for 1 speech		50	
Attendance		50	
Total Points possible in Course		1000	

- *Note:
1. 1-2 Absences = 50 points
 2. 3-4 Absences = 25 points
 3. 5 Absences = 0 points
 4. If you miss more than 5 times, you will be dropped from the course with a "WA" or "WF" or "WX" or "F"



Code of Conduct in the Classroom

Herbert Sennett, Ph.D.

This is college and you are expected to act as mature men and women. In a Speech Communication class, a student's conduct is very much a part of the class because it displays the student's true communication abilities. Therefore, I am requiring all students in my classes to read and understand this Code of Conduct.

Academic Honesty in this class is governed by the College's policy on academic honesty published in the Student Handbook. This policy on academic honesty covers cheating, plagiarism, misrepresentation and bribery. This policy provides penalties and/or disciplinary actions ranging from a failing grade for this course to expulsion from the College.

Talking to one another while the teacher is talking or while another student is presenting information in class is the largest overall conduct problem. **It is rude and shows a genuine lack of respect for others.** If you need to say something, it should be directed to the class by raising your hand and waiting until you are called on to speak by the teacher. If you must talk to another student, you should both take your notes and books and leave the class.

Cell Phones have become a nuisance and a problem in class. Set your phone on vibrate or turn it off. If you think you must answer the call, please take your books and things with you and leave the room, but **DO NOT** return.

No cell phone operation will be tolerated during a test. Don't even touch it!!!

Passing notes in class is a childish and immature act. Like talking, it is disruptive and rude and is thus considered to be bad classroom conduct and will not be tolerated.

Tardiness- I make it a policy to start class on time each day. Please do not come to class late. If you do, you will be marked Tardy. Three times tardy will earn you one absence. **Do not enter the classroom late while a student is giving a speech. Those days are clearly marked on the syllabus. Note them well and be on time!!**

Leaving Class Early – Leaving class before the class has ended is a disruption. It distracts from the class, is rude, and is not considered to be good classroom conduct. If you must leave early, discuss the problem with the teacher **before** the class. Sometimes students try to sneak out of class while the teacher is busy or while the teacher's back is turned. If someone tries to leave class in this manner, the roll will be called and the student will be counted absent for the entire class and may be required to visit the Dean of Students before returning to class.

Children in Class_- Some students have small children that they might want to bring with them to class. **It is against the policies of the College, the Department, and this class to bring small children or friends to class for any reason.** This might work a hardship on you but bringing people with you to class is disruptive and is not allowed.



Gum and Hats – Wearing hats has become a major distraction; besides being just plain rude. It is also rude to chew gum or anything else while you are speaking. Hats to a degree cover your face and can cast a shadow across the eyes. Male students are NOT allowed to wear hats in my classroom. Ladies may wear hats ONLY if the hat is appropriate to their dress and clearly fits the fashion being worn.

Dress appropriately at all times. Some clothing worn in today's environment have more meaning than just being fashionable. Therefore, young men are expected to dress neatly with appropriate outer garments for the season and weather. Young ladies are expected to not show their bodies inappropriately. The teacher is not interested in studying the belly-button habits or the boxer shorts of young people. Enter with an atmosphere of serious study--Nothing less.

NOTE: Students who do not abide by this Code of Conduct will be removed from the class and a grade of "F" will be reported. If you find that you cannot follow these rules of conduct, you are encouraged to immediately find another class to take.

Academic Dishonesty Appeal Procedure

Academic dishonesty is becoming a growing concern in higher education both nationally and at BC. Questions often arise about whether a student appealing his/her grade should follow the grade appeal procedure or the discipline procedure. The following is intended to provide some clarification.

Grade Appeal Procedure:

If a student receives a grade that is associated with academic dishonesty and appeals the grade based upon a misapplication of the grading policy outlined in the course syllabus, then the student should follow the grade appeal process (BC Policy/Procedure 4.19). For example, if a student is accused of cheating and is given a failing grade in the course, but the penalty is not consistent with what is stated in the course syllabus, then the student should be advised to follow the grade appeal procedure.

Discipline Procedure:

Policy 4.19, Grades and Grade Appeal Process, page 5, states, "Any grade received for academic dishonesty will be appealed through the Academic Standards Committee on discipline." For example, if a student is caught cheating and is given a failing grade in the course (which is consistent with the penalty stated in the syllabus), and the student alleges that he/she did not cheat, the student should first meet with the faculty member and department head to resolve the issue. If the matter cannot be resolved, the student should be directed to the campus dean of student affairs. The dean will provide the student with the appropriate form to initiate a discipline hearing. The completed form shall be sent by the campus student dean to the Vice President of Student Affairs who will refer it to the Academic Standards Committee subcommittee on discipline. The discipline committee is responsible for determining if the allegation of cheating can be substantiated. If the Committee upholds the cheating charge, then the penalty will be based upon the consequences that are stated in the syllabus. If the dean of student affairs finds a student is repeatedly charged with academic dishonesty then additional sanctions may be imposed. Appeals of this sanction may also be referred to the discipline subcommittee.

SPC 1608 Course Outline

DAY	DATE	ASSIGNMENT	NOTES
R	6/26	Course overview – Chapter 1	
M	6/30	Chapter 2, Preparing Your First Presentation	Read Chapter 2
T	7/1	Introductory Speeches	Do Not Miss
W	7/2	Chapter 3, “Selecting a Topic and Purpose	Read Chapter 3
R	7/3	Chapter 4, “Analyzing the Audience” <i>Personal Analysis of Intro Speech Due</i>	Read Chapter 4
M	7/7	Chapter 6, “Organizing and Outlining ...” Test 1: Chapter 1-3	Read Chapter 6 Do Not Miss
T	7/8	Chapter 9, “Visual Resources”	Read Chapter 9
W	7/9	Chapter 5, “Finding Info and Supporting ...”	Read Chapter 5
R	7/10	Chapter 10, “Presenting to Inform”	Read Chapter 10
M	7/14	Group A presents Demonstration Speeches	Do Not Miss
T	7/15	Group B presents Demonstration Speeches	Do Not Miss
W	7/16	Test 2: Chapters 4-6	Do Not Miss
R	7/17	Chapter 7, “Delivery”	Read Chapter 7
M	7/21	Chapter 8, “Choosing Your Words” <i>Outside Speaker Report Due</i>	Read Chapter 8
T	7/22	Chapter 11, “Presenting Persuasive Speeches”	Read Chapter 11
W	7/23	Group A presents Informative Speeches	Do Not Miss
R	7/24	Group B presents Informative Speeches	Do Not Miss
M	7/28	Test 3: Chapters 7-9	Do Not Miss
T	7/29	Chapter 12, “Speaking on Special Occasions” <i>Ted Talks Report Due</i>	Read Chapter 12
W	7/30	Group A present Persuasive Speeches	Do Not Miss
R	7/31	Group B present Persuasive Speeches	Do Not Miss
M	8/4	Test 4: Chapters 10-12 <i>Personal Analysis of Self Speaking Skills Due</i>	Do Not Miss
T	8/5	Make-up speeches and tests	

LAST DAY TO WITHDRAW WITH A “W”: 7/23/2014